

DELAWARE JUDICIARY
Court of Common Pleas

Posting #CCP030806

ELECTRONIC COURT REPORTER

Opening Date: August 9, 2006

Closing Date: August 23, 2006

A Vacancy Exists

Recruiting For: Court of Common Pleas

Salary: \$24,422 - \$30,527 (Minimum – Midpoint) Pay Grade 7*

Location: City of Wilmington (**Please check this city on your application**) Court of Common Pleas, 500 N. King St., Suite 2800, Wilmington, DE 19801

Summary Statement: A class Incumbent operates multi-channel digital and analog recording systems to ensure verbatim recording of courtroom proceedings.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicant must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Experience in setting up and operating audio recording equipment in a courtroom or similar environment.
2. Experience in courtroom procedures.
3. Experience in record keeping.
4. Experience in applying laws, rules, regulations, standards, policies and procedures.

Essential Functions:

1. Listens to court and court related proceedings through headset as they are being recorded on multi channel digital or analog recording system to ensure testimony, judge's decision and/or sentencing is accurately captured.
2. Maintains record of each judicial officer proceeding by manually or electronically recording date, name of presiding judicial officer, name/number of case and legal counsel. Maintains log of specific proceeding events (ie, opening statement, witnesses

names, direct and cross examinations, summation, etc.) as recorded so that event can be located for reference purposes.

3. Administers oaths to witnesses; provides court with files, records, and similar information during court proceedings; marks and preserves exhibits; records manually, or enters into computer case information and/or disposition such as sentencing, continuances, bail settings, and capiases issued.
4. Tests audio equipment and all ancillary equipment to ensure proper operation. Restocks supplies when needed.
5. Sets-up recording equipment and records office conferences. Assists staff in locating information such as case dispositions using log notes and/or notations and recording.
6. Attends job related classes and is given opportunities to attend electronic court reporter and transcriber conferences.
7. Performs related work as required.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

A satisfactory criminal background check is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- **Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).**
- Paper applications can be submitted to one of the following locations:

COURT OF COMMON PLEAS

500 N. King Street Suite 2800 Wilmington, DE 19801

Phone: (302) 255-0869 Fax: (302) 255-2242

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer